

# State of Delaware



## OFFICE OF SUPPLIER DIVERSITY

### **FY2018 Q3 REPORT January 1, 2018 to March 31, 2018**



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## Key Indicators

### A quarter with change:

- In FY2018, Q3, the State of Delaware spent \$70.5Million with the Supplier Diversity and Small Business communities. This is a decrease of 0.43% over FY2017 Q3. The total spend is inclusive of direct spend (the OSD and SBF certified businesses, W9 self-identified diverse and small businesses), and indirect spend (awarded contract Tier II spend inclusive of DelDOT certified DBEs).
- The Department of Education was the Agency with the highest spend with the certified diverse businesses and the W9 self-identified businesses in FY2018 Q3; representing 29.8% of state spend with the Supplier Diversity community.

### New Trainings:

- Government Support Services Contracting Unit launched “Contracts to Watch” this year during Q1, to educate businesses in deciding which contracts to be monitoring, and when. During Q3, 23 contracts were discussed at 4 Contracts to Watch workshops this quarter. The entire business community of traditional, diverse, and small business are inclusively invited.

### Growth in the Technology Sector:

- The Professional, Scientific, and Technical Services sector experienced an average growth of 2.26% in the number of certified firms this quarter.

### Growth in the Supplier Diversity Certified community:

- The number of certified diverse firms increased by 26 businesses from 3,134 to 3,160 during FY2018 Q3, a 1% increase.
- In FY2018 Q3, the State of Delaware spent \$34.77Million in direct spend with our community of diverse businesses and \$5.76M in indirect Tier-II spend.

### Growth in the Small Business community:

- During FY2018 Q3, the number of certified small business firms grew by 9 businesses or 5.4% from 166 at the end of FY2018 Q2 to 175.
- The State spent \$30M with small businesses in FY2018 Q3; including \$1.53M with SBF certified vendors and \$28.5M with W9 self-identified.

### OSD Participation in the community:

- The Office of Supplier Diversity had 40 in-person touch points at meetings and workshop events engaging with 700 individuals, and 162 touch points with the OSD List Serve, for a Quarterly 202 touch points with the community engaging with 2,684 business owners and business leaders.



## Agencies' SCORE CARD FY2018 Q3

### Diverse Business Spend

The FY2018 Q3 total spend is \$70.5Million<sup>1</sup>, with the Supplier Diversity community (OSD + SBF), which is a combined decrease of less than a half of a percent or -0.43% over the same quarter last year. For Diverse Businesses this amount includes \$34.76M of direct spend with the diverse business community, of which \$20.2M is with certified OSD vendors and \$14.6M is with W9 self-identified diverse firms. The Department of Education ranked highest spend with the OSD Certified businesses and the W9 self-identified diverse firms. Four agencies account for 71% of spend with OSD Certified diverse businesses: DOE, Corrections, DelDOT, and DHSS. Four agencies account for 79% of spend with W9 self-identified small businesses: DOE, DelDOT, DHSS, and DSCYF.

AGENCY	OSD Agency FY2018 Q3	% of OSD Spend	W9 Agency FY2018 Q3	% of W9 Spend	OSD + W9 Spend	Total Agency Spend	OSD + W9 % Agency Total
Legislative	\$78,966	0.4%	\$0	0.0%	\$78,966	\$1,079,756	7.3%
Judicial	\$127,088	0.6%	\$165,922	1.1%	\$293,010	\$8,120,176	3.6%
Executive	\$836,797	4.2%	\$51,893	0.4%	\$888,689	\$113,484,732	0.8%
Technology	\$1,163,775	5.8%	\$24,520	0.2%	\$1,188,295	\$9,373,846	12.7%
Other Elective	\$60,884	0.3%	\$83,692	0.6%	\$144,576	\$22,554,400	0.6%
Legal	\$28,837	0.1%	\$265,306	1.8%	\$294,143	\$2,980,326	9.9%
Human Resources <sup>2</sup>	\$4,947	0.0%	\$0	0.0%	\$4,947	\$226,620,749	0.0%
Finance	\$145,800	0.7%	\$93,719	0.6%	\$239,519	\$59,565,642	0.4%
DHSS	\$1,900,027	9.4%	\$2,662,084	18.2%	\$4,562,111	\$642,903,196	0.7%
DSCYF	\$456,621	2.3%	\$1,464,925	10.0%	\$1,921,546	\$25,692,089	7.5%
Correction	\$4,469,967	22.2%	\$1,190,223	8.1%	\$5,660,191	\$22,265,640	25.4%
DNREC	\$922,655	4.6%	\$28,005	0.2%	\$950,660	\$41,203,738	2.3%
DSHS	\$331,919	1.6%	\$250,092	1.7%	\$582,010	\$9,978,565	5.8%
State	\$283,590	1.4%	\$198,391	1.4%	\$481,981	\$14,429,138	3.3%
DelDOT	\$2,688,126	13.3%	\$2,522,628	17.3%	\$5,210,755	\$139,713,000	3.7%
Labor	\$669,928	3.3%	\$203,395	1.4%	\$873,323	\$7,753,784	11.3%
Agriculture	\$6,269	0.0%	\$74,105	0.5%	\$80,374	\$12,658,313	0.6%
Elections	\$0	0.0%	\$0	0.0%	\$0	\$271,444	0.0%
Fire	\$11,098	0.1%	\$2,292	0.0%	\$13,390	\$2,523,053	0.5%
Natl Guard	\$214,347	1.1%	\$281,160	1.9%	\$495,507	\$6,369,399	7.8%
Exceptional Citizens	\$0	0.0%	\$0	0.0%	\$0	\$10,807	0.0%
Higher Edu	\$218,859	1.1%	\$99,723	0.7%	\$318,582	\$45,826,083	0.7%
Education	\$5,392,785	26.8%	\$4,951,775	33.9%	\$10,344,560	\$151,487,235	6.8%
Housing Authority	\$139,462	0.7%	\$0	0.0%	\$139,462	\$664,746	21.0%
<b>Total</b>	<b>\$20,152,748</b>		<b>\$14,613,850</b>		<b>\$34,766,597</b>	<b>\$1,567,529,853</b>	<b>2.2%</b>

<sup>1</sup> More details about this total and the breakdown is located within the "Delaware's Supplier Diversity & Small Business Community spend snapshots" section of this report.

<sup>2</sup> This is the first year that includes the Department of Human Resources, which was created in CY2017.



## Agencies' SCORE CARD FY2018 Q3

### Small Business Spend

The FY2018 Q3 total spend is \$70.5Million<sup>3</sup> with the Supplier Diversity community (OSD + SBF), which is a combined decrease of less than a half of a percent or -0.43% over the same quarter last year. For Small Businesses this amount includes \$30M of direct spend with the small business community, of which \$1.5M is with certified SBF vendors and \$28.5M is with W9 self-identified small firms. The Department of Education, inclusive of the School Districts, ranked highest spend with the Small Business community with 66.7% of SBF Certified spend and 43.6% of W9 self-identified spend. Two agencies account for 75% of spend with SBF Certified small businesses: DOE and DelDOT. Four agencies account for 78% of spend with W9 self-identified small businesses: DOE, DSCYF, DelDOT, and DHSS.

AGENCY	Small SBF Certified FY2018 Q3	% of Small Spend	Small W9 FY2018 Q3	% of Small Spend	SBF + W9 Spend	Total Agency Spend	SBF + W9 % Agency Total
Legislative	\$1,298	0.1%	\$0	0.0%	\$1,298	\$1,079,756	0.1%
Judicial	\$25,538	1.7%	\$153,370	0.5%	\$178,908	\$8,120,176	2.2%
Executive	\$34,388	2.2%	\$1,102,195	3.9%	\$1,136,583	\$113,484,732	1.0%
Technology	\$1,211	0.1%	\$1,596,463	5.6%	\$1,597,674	\$9,373,846	17.0%
Other Elective	\$386	0.0%	\$728,214	2.6%	\$728,601	\$22,554,400	3.2%
Legal	\$399	0.0%	\$381,327	1.3%	\$381,726	\$2,980,326	12.8%
Human Resources <sup>4</sup>	\$0	0.0%	\$100	0.0%	\$100	\$226,620,749	0.0%
Finance	\$17,770	1.2%	\$355,455	1.2%	\$373,224	\$59,565,642	0.6%
DHSS	\$52,347	3.4%	\$2,650,483	9.3%	\$2,702,830	\$642,903,196	0.4%
DSCYF	\$10,598	0.7%	\$3,981,065	14.0%	\$3,991,662	\$25,692,089	15.5%
Correction	\$6,252	0.4%	\$371,317	1.3%	\$377,570	\$22,265,640	1.7%
DNREC	\$62,175	4.1%	\$85,756	0.3%	\$147,931	\$41,203,738	0.4%
DSHS	\$42,627	2.8%	\$594,084	2.1%	\$636,711	\$9,978,565	6.4%
State	\$2,003	0.1%	\$447,971	1.6%	\$449,974	\$14,429,138	3.1%
DelDOT	\$127,685	8.3%	\$3,230,895	11.3%	\$3,358,580	\$139,713,000	2.4%
Labor	\$44,594	2.9%	\$140,495	0.5%	\$185,090	\$7,753,784	2.4%
Agriculture	\$2,134	0.1%	\$71,535	0.3%	\$73,669	\$12,658,313	0.6%
Elections	\$0	0.0%	\$30,016	0.1%	\$30,016	\$271,444	11.1%
Fire	\$1,324	0.1%	\$32,826	0.1%	\$34,150	\$2,523,053	1.4%
Natl Guard	\$0	0.0%	\$7,073	0.0%	\$7,073	\$6,369,399	0.1%
Exceptional Citizens	\$0	0.0%	\$0	0.0%	\$0	\$10,807	0.0%
Higher Edu	\$77,325	5.1%	\$99,714	0.4%	\$177,039	\$45,826,083	0.4%
Education	\$1,019,507	66.7%	\$12,413,437	43.6%	\$13,432,944	\$151,487,235	8.9%
Housing Authority	\$0	0.0%	\$0	0.0%	\$0	\$664,746	0.0%
<b>Total</b>	<b>\$1,529,560</b>	<b>100.0%</b>	<b>\$28,473,793</b>	<b>100.0%</b>	<b>\$30,003,352</b>	<b>\$1,567,529,853</b>	<b>1.9%</b>

<sup>3</sup> More details about this total and the breakdown is located within the "Delaware's Supplier Diversity & Small Business Community spend snapshots" section of this report.

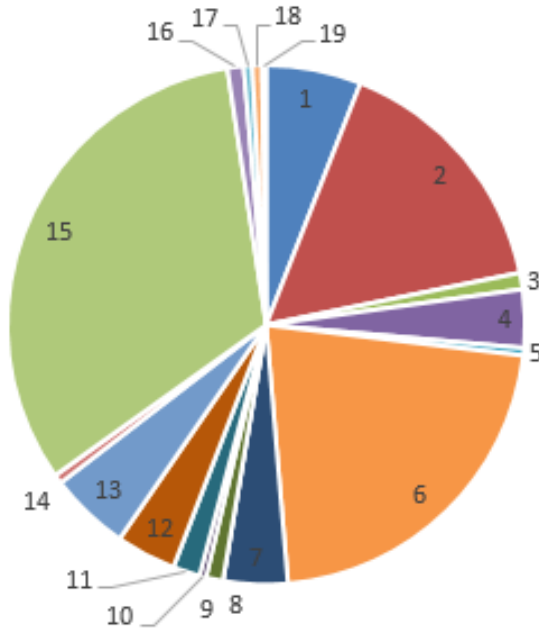
<sup>4</sup> This is the first year that includes the Department of Human Resources, which was created in CY2017.



## DOE & School Districts SCORE CARD FY2018 Q3

### Diverse Business Spend

School Districts spent \$4.2Million with the certified Supplier Diversity community in FY2018 Q3



	District	FY2018 Q3	%
1	Appoquinimink School District	\$250,673	5.9%
2	Brandywine School District	\$669,092	15.8%
3	Caesar Rodney School District	\$43,110	1.0%
4	Cape Henlopen School District	\$152,564	3.6%
5	Capital School District	\$19,697	0.5%
6	Christina School District	\$919,012	21.8%
7	Colonial School District	\$169,665	4.0%
8	Delmar School District	\$647	0.0%
9	Indian River School District	\$44,208	1.0%
10	Lake Forest School District	\$17,649	0.4%
11	Laurel School District	\$71,248	1.7%
12	Milford School District	\$157,873	3.7%
13	New Castle County VoTech School District	\$211,476	5.0%
14	POLYTECH School District	\$24,055	0.6%
15	Red Clay School District	\$1,369,532	32.4%
16	Seaford School District	\$42,486	1.0%
17	Smyrna School District	\$22,679	0.5%
18	Sussex County Technical School District	\$25,202	0.6%
19	Woodbridge School District	\$10,847	0.3%
Total		\$4,221,713	

FY2018 Q3 saw an -4.1% decrease in spend with the combined OSD Certified and W9 self-identified Supplier Diversity business community by the Department of Education (DOE) when compared to the same period last fiscal year. Of the \$10,344,560 spent with the certified Supplier Diversity community by the Department of Education as a whole in FY2018 Q3, inclusive of \$5,392,785 or 52.1% spent with the certified businesses and \$4,951,775 or 47.9% spent with W9 self-identified diverse businesses. DOE has the second highest Agency spend with the Supplier Diversity community in FY2018 Q3 representing 29.8% of the total state spend with the diverse Supplier Diversity community.

DOE	FY2018 Q3 DOE's OSD spend	OSD spend as % of total	FY2018 Q3 DOE's W9 spend	W9 spend as % of total	OSD + W9	FY2018 Q3 DOE's Total spend	OSD + W9 as a % of DOE's Total spend
	\$5,392,785	26.8%	\$4,951,775	33.9%	\$10,344,560	\$151,487,235	6.8%

Agency Spend	FY2017 Q3	FY2018 Q3
Dept. of Education <sup>5</sup>	\$10,782,792	\$10,344,560
Percent change from same period previous year		-4.1%

*\*It is important to note that much of spend from the School Districts involves capital funds for new buildings and physical plant, and that this one-time spend, which changes as projects complete and end.*

<sup>5</sup> Inclusive of all DOE, 19 School Districts, and Charter Schools



## Executive Order 44

The Office of Supplier Diversity (OSD), housed within the Office of Management and Budget's (OMB) Government Support Services (GSS) division, is the primary administrative body responsible for executing the State's supplier diversity strategy. The function and focus of Supplier Diversity and the Office were last updated through the signing of Executive Order 44 in 2014. Executive Order 44 and those that preceded it (Markell E.O.s #29 & 14) have allowed the Office to expand its role in assisting diverse owned business enterprises and uniquely sized small businesses through certification and inclusion in state contracting through support services. The community of diversely owned businesses includes those 51% or more owned, controlled, and actively managed by ethnic minorities, women, veterans, service disabled veterans, and individuals with disability. The community of small businesses are those of a certain size that are not owned by a larger enterprise, and meet certain size metrics. You can access Executive Order 44 at <http://www.governor.delaware.gov/orders/EO44.pdf>

### Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives and meets to review current activities in further of access to opportunities for the supplier diversity community.

There are thirteen possible members of the Council at any given time and from time to time council members terms expire.

Anyone interested in exploring joining the Governor's Supplier Diversity Council may review the website at: <https://gss.omb.delaware.gov/osd/sdc.shtml> and the Governor's website regarding Boards and Commissions at: <https://governor.delaware.gov/boards-commissions/> and may submit an application of interest at: [https://governor.delaware.gov/wp-content/uploads/sites/24/2017/01/board\\_and\\_commission\\_application-form.pdf](https://governor.delaware.gov/wp-content/uploads/sites/24/2017/01/board_and_commission_application-form.pdf).



## Council Members

Council Member	Current Professional Role	Represents
Ken Anderson, Chair	Director - Entrepreneurial & Small Business Support, Department of State, Division of Small Business, Development and Tourism	Delaware Economic Development designee
Anas Ben Addi	Director - Delaware State Housing Authority, State of Delaware	Representative of the Governor
Theresa V. Brown Edwards, Esq.	Corporate Restructuring Professional and Region Legal Counsel – Northeast at US Foods, Inc.	Women-owned private business sector
L.J. Nick Callazzo III	President, Resource Specialists	Veteran-owned private business sector
Ernest (Ron) Frazier, Esq.	President, Countermeasures Assessment & Security Experts LLC	Minority-owned private business sector
Ralph Truitt	Farmer, and Co-Chair of the Delaware Association of African American Farmers	Local, private, or federal Minority business assistance program or community development program
Jayshree Moorthy	CEO, Frontier Technologies, Inc. (FTI) and WBENC Member and Committee leader	Local, private, or federal Women business assistance program or community development program
Givvel Marrero	President, Promotion Zone	Minority-owned private business sector
Dean W. Stotler	State of Delaware Chief Procurement Officer Director - Government Support Services, OMB, State of Delaware	Office of Management and Budget designee
Loren Hopkins Taylor, has been a non-voting participant during FY2018 <i>Currently open</i>	Sourcing Manager: Small Business / Supplier Diversity DuPont Sourcing & Logistics <i>Currently open</i>	Private sector DE business that administers a supplier diversity program
Dr. Sakthi A. Vel	President, Vel Micro Works Inc.	Minority-owned private business sector and Small Business sector
Dr. Devona Williams	President, Goeins-Williams Associates, Inc.	Women-owned private business sector
<i>Currently open</i> <i>Role created by EO44</i>	<i>Currently open</i> <i>Role created by EO44</i>	Individual with Disability-owned private business sector



### Agency Liaisons

Each Executive Branch Agency is invited to select a Supplier Diversity Liaison to participate with Council and to connect with the Office of Supplier Diversity and work internal in their agency to provide reporting to OSD as well as to support access to opportunities for certified diverse and small business vendors. The Liaisons during FY2018 Q3 included:

<b>Liaisons</b>	<b>Current Professional Role</b>	<b>Agency Representing</b>	<b>Email</b>
Dean W. Stotler	Chief Procurement Officer, Director - Government Support Services (GSS)	Office of Management and Budget (OMB)	<a href="mailto:Dean.Stotler@state.de.us">Dean.Stotler@state.de.us</a>
Wendy Brown and Kimberly Jones	DMS Contract & Procurement Administrator; Purchasing Service Administrator	Department of Health and Social Services (DHSS)	<a href="mailto:Wendy.M.Brown@state.de.us">Wendy.M.Brown@state.de.us</a>
Carrie Erickson	Comptroller	Delaware Department of Natural Resources and Environmental Control (DNREC)	<a href="mailto:Carrie.Erickson@state.de.us">Carrie.Erickson@state.de.us</a>
Shelly Aliaa	IT Procurement Officer	Department of Technology and Information (DTI)	<a href="mailto:Shelly.Aliaa@state.de.us">Shelly.Aliaa@state.de.us</a>
vacant	(Director Anas Ben Addi is a Council Member)	Delaware State Housing Authority (DSHA)	
vacant		Department of Finance	
Ramon Ceballos	DBE Program Manager	Delaware Department of Transportation (DelDOT)	<a href="mailto:Ramon.Ceballos@state.de.us">Ramon.Ceballos@state.de.us</a>
Herman Rodriguez	Administrative Officer	Department of Labor (DOL)	<a href="mailto:herman.rodriguez@state.de.us">herman.rodriguez@state.de.us</a>
Stephanie Young	Controller	Delaware Department of Safety and Homeland Security (DSHS)	<a href="mailto:Stephanie.Young@state.de.us">Stephanie.Young@state.de.us</a>
William (Bill) Davis	Contracting Specialist	Delaware National Guard	<a href="mailto:william.r.davis534.nfg@mail.mil">william.r.davis534.nfg@mail.mil</a>
Karen Davis-Williams	Family Services Program Support Administrator	Department of Services for Children, Youth and their Families (DSCYF)	<a href="mailto:Karen.Davis-Williams@state.de.us">Karen.Davis-Williams@state.de.us</a>
Ken Anderson	Director – Entrepreneurial & Small Business Support,	Department of State, Division of Small Business Development and Tourism.	<a href="mailto:Kenneth.R.Anderson@state.de.us">Kenneth.R.Anderson@state.de.us</a>

### What certifications exist?

During FY2018 Q3 the Office of Supplier Diversity (OSD) Certifications includes the following diversely owned business enterprises:

MBE	Minority Business Enterprise
WBE	Woman Business Enterprise
VOBE	Veteran Owned Business Enterprise
SDVOBE	Service Disabled Veteran Owned Business Enterprise
IWDBE	Individual with Disability Owned Business Enterprise
SBF	Small Business Focus
DBE	Disadvantaged Business Enterprise

For Disadvantaged Business Enterprise (DBE) certification business owners should contact the Delaware Department of Transportation<sup>6</sup> (DelDOT). There are both social and economic eligibility requirements for the DBE certification. You will find DBE spend details within this report. The DBE office provides reporting of the subcontracting spend with DBE firms.

### Who is eligible to apply for OSD certification as a diverse vendor?

A business (sole-proprietorship, partnership, corporation or joint venture) who meets the following criteria:

- The business is at least 51 percent owned, controlled, and actively managed with independent knowledge by U.S. Citizen(s) or Permanent Resident(s) who is a:
  - Woman; or
  - Member of one of these ethnic groups: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans; or
  - Veteran or Service Disabled Veteran owned business; or
  - Individual with Disability owned business; and is
- Operating as for profit business with “useful business functions”; and
- An out-of-state company must first be certified in its home state (this must be a state-level diversity certification, if available) or by one of the following: NMSDC, WBENC, or VetBiz.gov before it can be considered for certification in Delaware.

We encourage all eligible businesses to apply for OSD certification. The application is available to you at: <http://gss.omb.delaware.gov/osd/certify.shtml>

### The goals of the Small Business Focus (SBF) Program

- Increasing access to opportunities for small businesses to participate in state procurement;
- Creating a program for small businesses of a certain size;
- Certifying those uniquely sized businesses enterprises;

<sup>6</sup> <http://www.deldot.gov/information/business/dbe/index.shtml>

- Creating a Directory of these uniquely sized small businesses;
- Encourage the revising of agency Supplier Diversity Plans to access the Small Business Focus Program Directory when making under threshold procurements; and
- Measuring, analyzing, and reporting on spend for current and future procurements with uniquely sized small businesses in the Small Business Focus Program.

### Who is eligible to apply for Small Business Focus (SBF) certification?

To be eligible, a business must meet all of the following criteria:

- Be owned by U.S. Citizen(s) or Permanent Resident(s);
- Be a For-Profit business with “useful business functions”;
- Be within one of the six industry sectors and at or under the eligibility size caps identified below; and
- Operate free from the control of a business larger than the eligibility size caps identified below.

The SBF Industries	NAICS <sup>7</sup> sectors* (initial code numbers)	eligibility & graduation size caps	
		FTE (full time equivalents)	Gross sales
		Based upon a 3 year average	
Architecture & Engineering Services	237 and 541	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31, 32, and 33	< 250	none
Retail	42, 44, and 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

### Firms that hold specific certifications:

Any firm already certified by their home state or one of the third party certification entities may skip parts of the new combined application when seeking Office of Supplier Diversity certification. The new application (see next section) provides instruction at each question. The other certifying entities that OSD will allow for reduced responses includes:

- Disadvantage Business Enterprise [49 CFR Pt 26](#) in Delaware, Maryland, or Pennsylvania
- City of Wilmington, Minority Business Enterprise Office (DBE)
- Center for Veterans Enterprise ([VetBiz.gov](#))
- National Minority Supplier Development Council ([NMSDC](#))
- Women Business Enterprise National Council ([WBENC](#))

<sup>7</sup> [North American Industry Classification System \(NAICS\)](#) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. A NAICS code has six digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program.

Delaware also recognizes other state certifications and the OSD office can be contacted for additional details. The application is available at <http://gss.omb.delaware.gov/osd/certify.shtml>

## Directory of Certified Vendors:

Public listings of OSD and SBF certified companies helps your company be known to and found by state procurement teams when seeking a quote from a vendor where the need (a) does not already exist on contract, (b) the spend to meet the need does not exceed the threshold that requires the opportunity to become a formal procurement. If both of those criteria is met, the buyers' use their Agency's Supplier Diversity Plan and seeks three written quotes from three vendors, and the first one comes from the certified diverse vendor pool. The second and third quote may come from any other business; this is how the state is inclusive in our under-threshold sourcing activities.

OSD and SBF Public Listings are in two locations. [Directory of Certified Businesses](#)<sup>8</sup>, where the Supplier Diversity Plan searches occur. Additionally, you are invited to search our Directory when seeking a business to meet your needs. This data is updated dynamic basis each workday.

### Directory of Certified Businesses

#### Search the Directory

[Helpful Search Tips](#)

Please visit the [North American Industry Classification System \(NAICS\)](#) for additional information.  
For a complete directory of all businesses certified in either program select the program title below.

#### Office of Supplier Diversity

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Veteran Owned Business Enterprise (VOBE)
- Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- Individual with Disabilities Owned Business Enterprise (IWDBE)

Explore or download OSD as Open Dataset

#### Small Business Focus

- Architecture & Engineering Industry Firms
- Construction Industry Firms
- Manufacturing Industry Firms
- Retail Industry Firms
- Service Industry Firms
- Wholesale Industry Firms

Explore or download SBF as Open Dataset

<sup>8</sup> <http://directory.osd.gss.omb.delaware.gov/index.shtml>

## Delaware Open Data portal:

OSD data is also publically listed in the [Delaware Open Data](https://data.delaware.gov/)<sup>9</sup> portal, and has been hosted there since the June 2016 go-live of the portal. This publishing of this data is also automated. OSD data is included in the ‘[Economic Development](#)’ tab and the ‘[Government & Finance](#)’ tab within Open Data.

Open Data – Economic Development tab	
Data set:	<a href="#">Certified Vendors – Office of Supplier Diversity</a>
Chart:	<a href="#">Certified Minority-Owned Business Breakdown</a>
Chart:	<a href="#">OSD Certified also DOT certified DBEs</a>
Map:	<a href="#">Certified Vendors Map – Office of Supplier Diversity</a>
Data set:	<a href="#">Certified Vendors – Small Business Focus</a>
Chart:	<a href="#">Certified Small Businesses – by Industry</a>

Open Data – Government & Finance tab	
Chart:	<a href="#">Certified Women-Owned Business Breakdown</a>
Chart:	<a href="#">Certification Categories - OSD</a>
Map:	<a href="#">Certified Vendors in the Small Business Focus Program</a>
Chart:	<a href="#">Delaware vendors and OSD vendors successes in total</a>
Chart:	<a href="#">Awarded Vendors who are OSD Certified</a>
Chart:	<a href="#">Veteran Service Disabled Vendors as a % of Total Awarded</a>
Filtered View:	<a href="#">Women-Owned Businesses with Cooperative Agreements</a>
Filtered View:	<a href="#">Veteran-Owned Businesses with Cooperative Agreements</a>
Filtered View:	<a href="#">Small Businesses with Cooperative Agreements</a>
Filtered View:	<a href="#">Minority-Owned Businesses with Cooperative Agreements</a>

During FY2018 Q3 OSD shared information through the Open Data Portal at <https://data.delaware.gov/>, under the Economic Development section. Cumulatively, the Open Data list of all OSD certified diverse firms was searched 1226 times cumulatively and 232 visits this quarter. The geo-map was searched 314 times cumulatively and 42 visits this quarter. The minority owned list was visited 282 times cumulatively and 65 visits this quarter; and the cross-

<sup>9</sup> <https://data.delaware.gov/>

referenced OSD and DelDOT list was searched 122 times cumulatively and 16 visits this quarter. The list of all SBF (Small Business) certified firms was visited 821 times cumulatively and 370 visits this quarter, and the industry breakdown list 229 times cumulatively and 33 visits this quarter.

Open Data sets: Economic Development	FY2018 Q3 YTD	FY2018 Q2 cumulative	FY2018 Q1 cumulative	FY2017	FY2018 YTD % change over FY2017
<a href="#">Data set: Certified Vendors – Office of Supplier Diversity</a>	1226	994	705	633	93.68%
<a href="#">Chart: Certified Minority-Owned Business Breakdown</a>	282	217	168	154	83.12%
<a href="#">Chart: OSD Certified also DOT certified DBEs</a>	122	106	90	82	48.78%
<a href="#">Map: Certified Vendors Map – Office of Supplier Diversity</a>	314	272	243	235	33.62%
<a href="#">Data set: Certified Vendors – Small Business Focus</a>	821	451	294	249	229.72%
<a href="#">Chart: Certified Small Businesses – by Industry</a>	229	196	172	154	48.70%

## Delaware’s Supplier Diversity Community

As we consider reporting on the state’s spending during FY2018 Q3, we first should consider the community itself. Overall, in FY2018, the number of certified firms increased by 26 businesses or 1%, from 3,134 (the number of applicant firms at the end of FY2018 Q2) to 3,160.

Business Enterprise Classification	FY2018 Q3 Certified database Totals***	FY2018 Q3 Certified (active)[Delaware] Totals	Veteran VOB / (SDVOBE) (active)	Minority MBE (active) **	Women WBE (active)
African American	1066	733 [362]	16 (5)	461	272
Subcontinent	251	177 [52]	0 (0)	115	62
Hispanic American	234	159 [61]	6 (3)	101	58
Asian American	186	126 [34]	1 (1)	68	58
Native American	39	19 [8]	1 (0)	13	6
Veteran/Service	76	50 [24]	50(20)	46	4
Caucasian Women	1172	863 [355]	1 (0)	0	863
DisAbled	30	23 [11]	20 (20)	22	1

\*\*\*Firms counted in the MBE column are not necessarily *only* firms that are male owned. A firm can be 50% Asian Male and 50% Asian Female, this is a minority owned firm (MBE) and not a woman owned (WBE) firm as 51% is



not women owned. Certification is based upon 51% ownership and control but that ownership is clearly not male nor female, as it is equally owned across genders.

\*\*\* There are 2,111 vendors active and a total of 3,160 in the database. Of the 3,160 vendors, 210 are inactive, 541 are expired, 62 are deleted, 2 are denied, and there are always applications in process. There is great overlap in the classifications within the community as some vendors fit into more than one category and each vendor is counted in all of their categories, for example, a minority woman veteran is counted in three places.

## Delaware's Small Business Focus (SBF) Community

The SBF certification program is growing slowly in the number of businesses certified, and declined in the amount of spend with SBF certified businesses during this quarter. OSD continues to seek to include businesses that are eligible based on the criteria, including those applying for OSD diverse certification. Overall, in FY2018 Q3, the number of certified firms grew by 5.4% from 166 (the number of certified firm at the end of FY2018 Q2) to 175.

<b>SBF Industries</b>	<b>FY2018 Q3 Certified database Totals</b>	<b>FY2018 Q3 (active) [Delaware] Totals</b>
Architecture & Engineering	11	9 [3]
Construction	39	27 [18]
Manufacturing	16	11 [9]
Retail	26	20 [17]
Service	176	135 [91]
Wholesale	32	27 [15]
	175**	174***

\*\* Some vendors are qualified for more than one SBF industry and a vendor may graduate from one industry but not from another.

\*\*\*Some vendors have multiple codes i.e.: VOB+MBE+SBF or AA+NA+SBF or WBE+SBF

## NAICS codes within the OSD & SBF certified vendor pool

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Federal Office of Management and Budget (OMB), and adopted in 1997<sup>10</sup>.

Below are the top five NAICS codes under which firms are certified. The number of firms with these NAICS codes has increased from the end of FY2017 through FY2018 Q3. In fact, these five NAICS codes are all within one sector, they all begin with 541 and that sector is known as

<sup>10</sup> You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>

the Professional, Scientific, and Technical Services sector. Delaware's supplier diversity community is demonstrating increases in these competencies through the continued increase in the number of companies working in these subsectors.

NAICS Code	Professional, Scientific, and Technical Services Sector	FY2018 Q3 Vendors by Trade	FY2017 Vendors by Trade	FY2018 YTD Over FY2017
541512	Computer Systems Design Services	377	368	2.45%
541511	Custom Computer Programming	357	353	1.13%
541611	Administrative Management & General	376	359	4.74%
541330	Engineering Services	209	209	0.00%
541519	Other Computer Related Services	242	235	2.98%

During FY2018 Q3, the state experienced an average of 2.26% growth of OSD certified firms in the sector known as Professional, Scientific, and Technical Services.

## Government Support Services, Contracting Unit, outreach

The GSS Contracting Unit manages all aspects of central or statewide contracts. As part of this teams' commitment to a fair and equitable bidding platform, each contract specialist, manager, and officer performs outreach as the contracts they manage are opened for bid and posted within <http://bids.delaware.gov/>. Businesses that have registered within the state's free Vendor Notification Service receive notification of newly posted bids that match the United Nations Standard Products and Services Code® (UNSPSC®)<sup>11</sup> codes that the business selected when registering. The outreach performed by the contracting team to reach the supplier diversity community is significant. During FY2017, the team has sent 296,631 email points of outreach contact to vendors to notify them of solicitation opportunities. During FY2018 Q3, the team sent 14,423 emails. The chart below counts each point of outreach contact; note that this is different from the number of entities contacted as a firm may be listed in more than one of the sources and any firm may have more than one contact person identified on any list.

These contact attempts are from various sources including:

- Office of Supplier Diversity (OSD): <http://gss.omb.delaware.gov/osd/certdir.asp>

<sup>11</sup> You can review UNSPSC data and information at: <http://www.unspsc.org/>

- Veteran / Service Disabled Veteran: <http://www.vip.vetbiz.gov>
- SBA / SAM vendor database: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)
- MyMarketPlace vendor listing: [http://contracts.delaware.gov/vendor\\_list.asp](http://contracts.delaware.gov/vendor_list.asp)
- DFM Contractor Registry: <http://dfm.delaware.gov/contractor/index.shtml>

	FY2018 YTD + FY2017	FY2018 Q3	FY2018 Q2	FY2018 Q1	FY2017
Number of Central Contracts	88	13	12	11	52
Number of outreach communications					
Delaware Businesses	2094	584	332	358	820
Small Businesses	105,032	14,498	17,081	26,108	47,345
MBE / WBE	105,749	39,302	7,533	26,504	32,410
Veteran / Service Disabled Veteran	43,684	7,087	4,337	12,627	19,633
Total Market	388,688	17,486	22,803	51,768	296,631

### ROI on GSS Contracting Unit outreach for bids

The OSD is interested in tracking the Return on Investment (ROI) from the high amount of outreach performed by the Contracting Unit on its solicitations. During FY2018 Q3, the contracting unit's outreach to vendors including diverse and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting is reflected in the above chart. The FY2018 Q3 outreach was for 13 central contracts. The return on investment of effort to include diverse, small, and Delaware businesses into the formal contracting opportunities this quarter includes 54 Bid Proposal Responses received and 28 vendors awarded. The chart below explores the results.

FY2018	Total Bids Received	Total Awarded Vendors	Delaware Bids Received	Awarded to a Delaware Firm	Total OSD Bids Received	Awarded to an OSD Firm
Q1	89	64	38	35	9	8
Q2	42	32	13	10	4	3
Q3	54	28	20	11	10	3
Total	185	124	71	56	23	14

## Delaware's Supplier Diversity & Small Business Community spend snapshots

In FY2018 Q3, the State of Delaware spent \$70.5Million with the Supplier Diversity and Small Business community. This is inclusive of \$34.8M in direct spend with the OSD and W9 self-identified businesses, and \$5.8M in indirect spend with awarded contract Tier II spend inclusive of DelDOT certified DBEs. The State spent \$30M with small businesses in the same quarter, including \$28.5M with W9 self-identified and \$1.5M with SBF certified vendors.

	<b>FY2018 Q3</b>
Direct spend with OSD Certified + W9 + DSHA	\$34,766,597
Indirect spend. Tier II	\$5,757,377
<b>TOTAL Supplier Diversity spend (include W9, OSD &amp; Tier II)</b>	<b>\$40,523,974</b>
Direct spend with SBF Certified	\$1,529,560
Direct spend with W9 small firms	\$28,473,793
<b>TOTAL Small Business spend (include W9 &amp; SBF)</b>	<b>\$30,003,352</b>
<b>TOTAL (direct and indirect, all diverse &amp; small)</b>	<b>\$70,527,327</b>

#### Quarter over Quarter Analysis – Total Spend

FY2018 Q3 over FY2017 Q3 total supplier diversity spend with diverse vendors is represented in this snapshot. FY2018 Q3 spend is less than that of the same quarter last year with an overall combined decrease of less than a half of a percent or -0.43% over the same quarter last year.

	FY2018 Q3	FY2017 Q3	% change
Direct spend with OSD Certified + W9 + DSHA	\$34,766,597	\$37,066,482	-6.20%
Indirect spend. Tier II	\$5,757,377	\$610,090	843.69%
<b>TOTAL Supplier Diversity spend (include W9, OSD &amp; Tier II)</b>	<b>\$40,523,974</b>	<b>\$37,676,572</b>	<b>7.56%</b>
Direct spend with SBF Certified	\$1,529,560	\$1,354,413	12.93%
Direct spend with W9 small firms	\$28,473,793	\$31,804,049	-10.47%
<b>TOTAL Small Business spend (include W9 &amp; SBF)</b>	<b>\$30,003,352</b>	<b>\$33,158,462</b>	<b>-9.52%</b>
<b>TOTAL (direct &amp; indirect, all diverse &amp; small)</b>	<b>\$70,527,327</b>	<b>\$70,835,034</b>	<b>-0.43%</b>

FY2018 Q3 over FY2017 Q3 supplier diversity spend with diverse business vendors is represented in this snapshot. There is a decrease of direct and indirect spend with diverse businesses of -6.85% as compared to the same period last year. Of note is that the self-registered W9 vendors did see an increase of 23.3% during this quarter.

Diverse	FY2018	% of	FY2017	% change
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	Q3	FY2018 total	Q3	FY2018 over FY2017
Direct Certified OSD Spend*	\$20,013,286	49.39%	\$24,882,696	-19.57%
DelDOT DBE Subcontracting	\$5,168,714	12.75%	\$5,820,658	-11.20%
GSS & State Tier II	\$588,663	1.45%	\$610,090	-3.51%
Self-Registered W-9	\$14,613,850	36.06%	\$11,856,094	23.26%
Housing Authority (DSHA)	\$139,462	0.34%	\$327,692	-57.44%
<b>Diverse Total</b>	<b>\$40,523,974</b>	<b>100.00%</b>	<b>\$43,497,230</b>	<b>-6.84%</b>

FY2018 Q3 over FY2017 Q3 supplier diversity spend with small business vendors is represented in this snapshot. There is a decrease of direct spend with small businesses of -9.52% as compared to the same period last year. Spend with W9 self-identified small businesses decreased for the quarter by -10.47%. However, spend with Certified SBF businesses increased by 13% compared to the same period last year.

Small	FY2018 Q3	% of FY2018 total	FY2017 Q3	% increase FY2018 over FY2017
Direct Certified SBF Spend*	\$1,529,560	5.10%	\$1,354,413	12.93%
Self-Registered W-9	\$28,473,793	94.90%	\$31,804,049	-10.47%
<b>Total</b>	<b>\$30,003,352</b>		<b>\$33,158,462</b>	<b>-9.52%</b>

### Quarter over Quarter Analysis - Agency Spend

The following chart shows the spend with OSD certified diverse businesses for FY2018 Q3 compared to FY2017 Q3 for each Agency, comparing this quarter over the same quarter the previous year.

AGENCY	FY2017 Q3 OSD Certified Spend	FY2018 Q3 OSD Certified Spend	Difference FY2018 over FY2017	Percent change
Legislative	\$67,550	\$78,966	\$11,417	16.90%
Judicial	\$530,837	\$127,088	-\$403,750	-76.06%
Executive	\$1,486,878	\$836,797	-\$650,081	-43.72%
Department of Technology and Information	\$1,597,042	\$1,163,775	-\$433,267	-27.13%
Other Elective	\$61,109	\$60,884	-\$225	-0.37%
Legal	\$35,874	\$28,837	-\$7,037	-19.62%
Human Resources	\$0	\$4,947	\$4,947	100.00%
Department of Finance	\$207,802	\$145,800	-\$62,003	-29.84%



Department of Health and Social Services	\$3,233,040	\$1,900,027	-\$1,333,013	-41.23%
Department of Services for Children Youth and Their Families	\$560,646	\$456,621	-\$104,026	-18.55%
Department of Correction	\$4,371,049	\$4,469,967	\$98,918	2.26%
Department of Natural Resources and Environmental Control	\$886,204	\$922,655	\$36,451	4.11%
Department of Safety and Homeland Security	\$391,136	\$331,919	-\$59,218	-15.14%
Department of State	\$285,396	\$283,590	-\$1,806	-0.63%
Department of Transportation	\$2,652,615	\$2,688,126	\$35,511	1.34%
Department of Labor	\$477,460	\$669,928	\$192,468	40.31%
Department of Agriculture	\$929	\$6,269	\$5,340	574.66%
Department of Elections	\$9,710	\$0	-\$9,710	-100.00%
Fire Prevention Commission	\$1,016	\$11,098	\$10,082	992.58%
Delaware National Guard	\$107,207	\$214,347	\$107,141	99.94%
Advisory Council for Exceptional Citizens	\$0	\$0	\$0	0.00%
Higher Education	\$336,763	\$218,859	-\$117,904	-35.01%
Department of Education	\$7,583,466	\$5,392,785	-\$2,190,681	-28.89%
Housing Authority	\$327,692	\$139,462	-\$188,230	-57.44%
<b>Total</b>	<b>\$25,211,421</b>	<b>\$20,152,748</b>	<b>-\$5,058,673</b>	<b>-20.07%</b>

A similar quarter over quarter analysis of certified small businesses (SBF) is not yet possible, as FY2018 is the first year reporting the break out of SBF Certified businesses by Agency.

### Breakdown of Spend by diverse status

The following chart shows the FY2018 Q3 compared to FY2017 Q3 for each of the groups of the supplier diversity community. Minority Business Enterprise (MBE) vendors are representative of five ethnic minority groups and includes minority women as well as ‘minority and veteran’ and ‘minority and disabled’. Women Business Enterprise (WBE) vendors are represented within ethnic minority groups as well as within the Woman group; meaning that a WBE who is both African American and Native American is counted within both of those ethnic minority groups as well as within the Woman group. Veteran Owned Business Enterprises (VOBE) is inclusive of Service Disabled Veteran Business Enterprises (SDVOBE). Note that a Veteran who is also a minority and/or a woman is counted within each group. Disabled includes firms owned by



Individuals with DisAbilities (IWDBE) and a Service Disabled Veteran Business Enterprise is included in the IWDBE group. For a breakdown of certification eligibility details please refer to pages 4 and 5 of this report.

The change in FY2018 Q3 over the same period last year is represented in the chart below, and shows an overall 21% decrease this quarter over the same period last year. However, that is not universal for each category. It is valuable to note that the FY2018 Q2 change demonstrates a significant increase of 64% over the same period last year. There are occasions of fluctuation in spending and the quarters this fiscal year have demonstrated some of that in a more pronounced fluctuation than recent past years. OSD provides a breakdown by ethnicity for the OSD Certified, but not the W9 spend as the W9 form does not report at that level of detail. OSD provided an eight-year look at State trends in spend with the OSD Certified enterprises, from base year FY2009 to FY2017 in the FY2017 Annual Report<sup>12</sup> and will do so again in the FY2018 Annual Report. The Delaware State Housing Authority (DSHA), a quasi-governmental authority, also values diversity and inclusion in contracting spend. DSHA spend is included in this reporting, but without a further breakdown with respect to ethnicity.

<b>OSD</b>	<b>FY2018 Q3</b>	<b>FY2017 Q3</b>	<b>FY2018 Q3 increase/decrease over FY2017 Q3</b>
African American	\$1,947,890	\$2,109,199	-7.6%
Asian American	\$2,932,142	\$4,265,991	-31.3%
Subcontinent Asian	\$200,516	\$290,688	-31.0%
Hispanic American	\$637,639	\$936,477	-31.9%
Native American	\$60,947	\$11,267	440.9%
DE State Housing Authority	\$54,859	\$185,059	-70.4%
<b>MBE Tally**</b>	<b>\$5,833,993</b>	<b>\$7,798,681</b>	<b>-25.2%</b>
Veteran & Service Disabled	\$700,224	\$876,965	-20.2%
DE State Housing Authority		\$0	0.0%
<b>VOBE &amp; SDVOBE Tally**</b>	<b>\$700,224</b>	<b>\$876,965</b>	<b>-20.2%</b>
Disabled	\$108,452	\$0	100.0%
<b>IWDBE Tally**</b>	<b>\$108,452</b>	<b>\$0</b>	<b>100.0%</b>
White American	\$13,563,829	\$16,397,306	-17.3%

<sup>12</sup> OSD Reports are located in the “Newsroom and Spend Reports” <https://gss.omb.delaware.gov/osd/reports.shtml>

Woman+	\$18,053,882	\$22,516,284	-19.8%
MWBE Minority Women	\$4,490,053	\$6,118,978	-26.6%
DE State Housing Authority	\$84,603	\$142,633	-40.7%
WBE Tally**	\$18,138,485	\$22,658,917	-19.9%
<b>Total</b>	<b>\$24,781,154</b>	<b>\$31,334,563</b>	<b>-20.9%</b>

\*\* There is some double count in the numbers for businesses who fit into more than one category. For example, an African American and Native American, Veteran, Disabled, Women Business owners is counted in all categories.

+ This category includes all women including minority women who are also counted within their ethnic minority.

It is worthy to note that some of this change may be attributable to One-Time spend of FY2017 Q3 and the quarters in between, for one time projects, as compared with regular need spend. The topic of One-Time spend is explored in more detail in the section of this report titled: “Spend Types: One-Time and Regular Need” on page 19.

### The number of certified diverse vendors performing work

The report below provides an overview of the spending by each agency for FY2018 Q3. This snap shot reports the actual dollars spent either by a State Credit Card (known as a Procurement Card or Pcard for short) or are paid by check from the Checkbook and the actual number of vendors paid. This report is only for those vendors who are OSD Certified as diverse vendors. Note the last two rows of this chart include Tier II spend with certified businesses. The first of those is with DBE vendors certified by DeIDOT who perform subcontracting work for a vendor awarded a DeIDOT contract (and those DBEs will be explored later in this report at the section titled: “Federal Disadvantaged Business Enterprise (DBE) Program Tier II spend”); this chart captures the number of DBE certified vendors paid for subcontracting work this quarter. Additionally, we count and report Tier II spending on all other State contracts with our OSD certified firms (and those will be explored later in this report at the section titled “Government Support Services (GSS) contract Tier II spend”); this chart captures the minimum number of vendors receiving Tier II spend. The actual number of Tier II vendors is planned as a future data point to obtain; some contracts have more than one OSD Certified firm in a subcontracting capacity.

Agency	OSD Agency spend with OSD Certified	# OSD Certified Vendors Direct Spend via Pcard	# OSD Certified Vendors Direct Spend in Checkbook	# Total OSD Certified Vendors with Direct Spend
Legislative	\$78,966	2	2	4



Judicial	\$127,088		11	11
Executive	\$836,797	2	25	27
Technology	\$1,163,775	3	1	4
Other Elective	\$60,884	1	7	8
Legal	\$28,837		6	6
Finance	\$4,947		2	2
Human Resources	\$145,800	3	8	11
DHSS	\$1,900,027	2	52	54
DSCYF	\$456,621	3	14	17
Correction	\$4,469,967	14	3	17
DNREC	\$922,655	7	24	31
DSHS	\$331,919	3	14	17
State	\$283,590	9	14	23
DelDOT	\$2,688,126	9	29	38
Labor	\$669,928	2	18	20
Agriculture	\$6,269	2	4	6
Elections	\$0			0
Fire	\$11,098	1	5	6
Natl Guard	\$214,347		8	8
Exceptional Citizens	\$0			0
Higher Education	\$218,859	7	16	23
Education	\$5,392,785	6	97	103
Housing Authority <sup>13</sup>	\$139,462		25	25
DelDOT DBE subs <sup>14</sup>	\$5,168,714			41
Tier II other contracts	\$588,663			2
<b>Total</b>	<b>\$25,910,125</b>	<b>76</b>	<b>385</b>	<b>504</b>

### Breakdown of Spend by small business status

The Small Business Focus (SBF) certification includes six industries. FY2018 Q3 total spend with the SBF community was \$1.5M without double count or \$1.9M as tallied. This quarter is a 12.9% increase in spend with certified SBF businesses over the same period last year.

<b>SBF**</b>	<b>FY2018 Q3</b>	<b>FY2017 Q3</b>	<b>FY2018 increase/decrease over FY2017</b>
Architecture & Engineering Services	\$116,735	\$19,494	498.82%

<sup>13</sup> Note that the Housing Authority utilizes its own checkbook.

<sup>14</sup> DelDOT has a certification for subcontracting opportunities on certain DelDOT contracts, these vendors are not paid directly by the state, and they are paid by the Awarded Vendor on contract with the state. The number of certified DBE subcontractors is captured in this cart to be inclusive as to the total number of certified vendors paid through their work with the state.



Construction	\$180,784	\$250,299	-27.77%
Manufacturing	\$44,620	\$128,136	-65.18%
Retail	\$61,753	\$248,016	-75.10%
Service	\$1,295,862	\$1,087,284	19.18%
Wholesale	\$234,862	\$359,269	-34.63%
<b>Tallied Total**</b>	<b>\$1,934,615</b>	<b>\$2,092,498</b>	<b>-7.55%</b>
<b>Actual Total (no double count)</b>	<b>\$1,529,560</b>	<b>\$1,354,413</b>	<b>12.93%</b>

\*\*There is some double count in the numbers for businesses who are in more than one category; however, the “Actual Total” row is not a double count number.

### Delaware State Housing Authority

The Delaware State Housing Authority (DSHA) is an Agency that is supportive of the supplier diversity efforts of the State, utilizes its own financial system, and functions on a federal fiscal year basis. DSHA diverse spending is included quarterly and annually. This chart covers the State’s fiscal year Q3.

DSHA	Total		MBE		WBE		Veteran		Section 3	
Programs	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars	Contracts	Dollars
PH and CFP	8	\$116,802	5	\$52,194	0	\$0	0	\$0	0	\$0
CDBG and NSP	57	\$381,052	3	\$1,100	9	\$68,236	0	\$0	9	\$68,236
HOME	26	\$160,872	2	\$800	1	\$11,047	0	\$0	1	\$11,047
DSHA Ops	4	\$5,660	3	\$765	2	\$5,320	0	\$0	0	\$0
HCV and S8 CA	1	\$360	0	\$0	1	\$360	0	\$0	0	\$0
<b>TOTALS</b>	<b>96</b>	<b>\$664,746</b>	<b>13</b>	<b>\$54,859</b>	<b>12</b>	<b>\$84,603</b>	<b>0</b>	<b>\$0</b>	<b>10</b>	<b>\$79,283</b>
<b>diverse</b>		<b>\$139,462</b>								

Of interest is DSHA’s fourth grouping of tracked and reporting spending, titled: Section 3. The federal program known as Housing and Urban Development (HUD) includes a Section 3 program, which is related to the provision of economic opportunities for low or very low-income businesses and residents. It is a program that primarily includes providing training, employment and contracting opportunities to residents of properties supported by federal assistance, or those seeking to obtain work on projects supported by federal funds. There are requirements with respect to reporting Section 3 activities and spend data, however the program is primarily defined by income, and not specific diversity classifications as reported by the State of Delaware Office of Supplier Diversity, nor the size of the business entity. DSHA captures this Section 3 data for HUD purposes, as it is specific to the programs identified. For additional information on

the extensive financial reporting from DSHA, use this link:

<http://www.destatehousing.com/FormsAndInformation/financial.php>

## About the Score Cards

This Quarterly Report includes the pullout scorecard included above at pages iv, v, and vi. The first two pages of the Score Card captures agency spending with diverse businesses and with small businesses and the third page is a Score Card capturing spend with diverse businesses by the 19 School Districts. There are various data points that make up the Score Cards. Agencies track and measure their Supplier Diversity efforts along these analytics. Agencies each have a Supplier Diversity Plan, which can be found at the Office of Supplier Diversity website at: <http://gss.omb.delaware.gov/osd/supplierdiversity.shtml> or within each agency's webpages. In addition to looking at direct spend with OSD Certified firms and with W9 self-identified diverse firms, the scorecards explore both dollars and percentage of the total spend with OSD Certified firms and W9 self-identified firms. The first column captures direct spend with OSD Certified firms and then reports that percentage of total spend with OSD Certified firms. The third column reviews W9 spend at the agency level and then reports the percentage of total spend with W9 self-identified firms. Following is a combined calculation of spend with OSD Certified and W9 Self-identified firms, followed by total spend for the period by each agency, and a calculation of the percent of diverse spend as compared to the same Agency's total spend for the quarter. Similar calculations are reported for Small Business spending within each Agency on the second Score Card.

## Spend Types: One-Time and Regular Need

There are different types of spend and it is important to be aware that some Agencies have One-Time spend as well as Regular Need spend. It is important to note that some quarters and years demonstrate a large increase in spend and those are most often attributable to One-Time spend rather than Regular Need spend. One-Time spend often involves Capital Budget activities to build or perform a major renovation of physical property owned by the State or Agency. One-Time spend may also include Professional Service costs to cover a survey or an analysis of the current state of services. This type of spend is not a regular and on-going need, but rather an

event, such as the construction of a school, housing, or other government building (you only build it once). Similarly, the professional service of analysis and report of current state may be a one-time need, which may be followed by other services that may be one-time or may be regular need. Regular Need spend is constituted by the ongoing needs of the State and Agencies in their usual operations. Many of the Regular Needs are managed in the GSS central contracts (such as office supplies; school supplies; laboratory supplies; public and life safety supplies and services; building maintenance and plumbing supplies and tools; food and beverage; fuel; technology hardware, software, and services; and much more) but may also be included in specific Agency contracts as well. GSS Central Contracts and Agency Contracts are posted within the GSS MyMarketplace site at: <http://contracts.delaware.gov/default.asp?c=3&s=d>.

### Diverse

The Quarterly Score Card reports spend by Agency with diverse businesses against the total spend for the quarter. The average combined percentage of OSD and W9 spend as compared to total agency spend for the quarter is 4.2%. Five agencies exceed the average for FY2018 Q3. They are, in order of highest percentage of spend compared to the total quarterly Agency spend for this quarter: Housing Authority (29.8%), Correction (16.3%), DelDOT (15.0%), DHSS (13.1), and DSCYF (5.5%). The \$34.8Million total spend with OSD Certified firms and W9 self-identified firms is 2.2% of the \$1.57Billion total spent by these agencies in this quarter. Of note is that this \$1.57Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

### Small

The second Quarterly Score Card reports spend by Agency with small businesses and compares it against the total spend for the quarter. The average combined SBF and W9 spend as compared to total agency spend for the quarter is 4.2%. Five Agencies exceed the average for FY2018 Q3. They are, in order of highest percentage of spend compared to total agency spend this quarter: Education (44.8%), DSCYF (13.3%), DelDOT (11.2%), DHSS (9.0%), and Technology (5.3%). The \$30Million total spend with SBF Certified firms and W9 self-identified firms is 2% of the \$1.57Billion total spent by these agencies in this quarter. Of note is that this \$1.57Billion total



quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

### School Districts

FY2018 Q3 saw a -4.1% decrease in spend with the combined OSD Certified and W9 self-identified Supplier Diversity business community by the Department of Education (DOE) when compared to the same period last fiscal year. Of the \$10,344,560 spent with the certified Supplier Diversity community by the Department of Education as a whole in FY2018 Q3, inclusive of \$5,392,785 or 52.1% spent with the certified businesses and \$4,951,775 or 47.9% spent with W9 self-identified diverse businesses. DOE has the second highest Agency spend with the Supplier Diversity community in FY2018 Q3 representing 29.8% of the total state spend with the Supplier Diversity community.

## Subcontracting/Tier II Report

Subcontracting work is not performed directly with the State, but rather is when an Awarded vendor that is on contract with the state has subcontractors and suppliers who work for them in their overall performance for the State. The Awarded vendor is responsible for all work. The State requires Awarded vendors to provide a Tier II report, sharing with us the diverse stats of any subcontractor or supplier that is a certified vendor in the performance of state work. This chart compares this quarter of Tier II work over the same period last year.

Diverse	FY2018 Q3	FY2017 Q3	% change FY2018 over FY2017
DelDOT DBE Subcontracting	\$5,168,714	\$6,053,192	-14.61%
GSS & State Tier II	\$588,663	\$618,019	-4.75%
<b>Total</b>	<b>\$5,757,377</b>	<b>\$6,671,211</b>	<b>-13.70%</b>

### Government Support Services (GSS) contract Tier II spend

Tier II reporting is indirect spend, meaning that spend is not direct from the State to the Tier II vendor, but rather is paid to an Awarded Contractor and that contractor has included a diverse vendor in their supply chain or sub-contracting opportunities. The Awarded Contractor pays the Tier II vendor, and reports on these activities to the State. Government Support Services (GSS) receives subcontracting and supply chain information on Central Contracts from the prime or

Awarded Contractors, when they have work with the supplier diversity community relative to the core of the contract. Tier II reporting has a lag period to gather all data as we rely upon prime vendors to report their supplier diversity spend with subcontractors (Tier II) and that data extends past a quarter end. The currently available Tier II reporting and spend for FY2018, is identified below. This chart reports Tier II spend on five central<sup>15</sup> contracts and one Technology contract.

State Contract	Vendor	FY2018			
		Q3	Q2	Q1*	YTD Total
001-DentalInsBenefit	Delta Dental		\$707	\$0	\$707
011-Hand Tools/ 127-Fasteners/ 577-Industrial	Fastenal			\$3,077	\$3,077
597-IT Augmentation	Computer Aid	\$585,361	\$580,414	\$677,181	\$1,842,956
608-Document Destruction	DE Assn. of Rehabilitation Facilities		\$12,875	\$0	\$12,875
630-IT Project Staffing	MicroTek Software	\$3,302	\$2,392	\$728	\$6,422
	Applied Technologies		\$156,524	\$0	\$156,524
723-Nutrition Software	Education Mgmt. Systems		\$0	\$17,180	\$17,180
<b>Total</b>		<b>\$588,663</b>	<b>\$752,912</b>	<b>\$698,166</b>	<b>\$2,039,741</b>

\* Because Tier II spend reporting has a lag, each quarter experiences an update during the next quarter.

### Federal Disadvantaged Business Enterprise (DBE) program Tier II spend

This is another indirect spend category, and it is Tier II. The Delaware Department of Transportation (DelDOT) is a recipient of both federal and state funds for their projects. Businesses that are certified by DelDOT as Disadvantaged Business Enterprises (DBE) meet both social and economic eligibility review. The Directory of DBE Certified Firms is at <https://deldotcivilrights.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=deldotcivilrights&XID=8978>. The projects that include federal funds may have a federally required sub-contracting participation goal for firms that are Disadvantaged Business Enterprise (DBE)

<sup>15</sup> A Central contract is one where two or more agencies have the same contract need. These contracts are managed by Government Support Services (GSS), Contracting Unit and are categorized as GSS.

Certified. DelDOT's contract is with a prime contractor or awarded contractor and those contractors bid with identified DBE Certified sub-contractors. The prime contractors provide a Tier II report regarding the DBE participation during each phase of the work. Occasionally, a DBE certified firm is also a Prime. For Tier II reporting, we do not count those DBEs who are primes, as they will be captured in the Agency Direct Spend reporting. In FY2018 Q3, forty-one (41) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those Tier II payments totaled \$5.16Million.

<b>Certified DBE</b>	<b>Ethnicity</b>	<b>Gender</b>	<b># Awards</b>	<b>Payments as Prime</b>	<b># Contracts as Prime</b>	<b>Payments as Sub</b>	<b># Contracts as Sub</b>
American Flag Inc.	Caucasian	Femal	3	\$0	0	\$311,553	16
Apex Petroleum Corporation	Black American	Male	0	\$0	0	\$31,260	1
Arora Engineers, Inc.	Subcontinent Asian	Male	1	\$0	0	\$25,328	1
Arrow Leasing Corp	Native American	Male	0	\$0	0	\$807	1
Atlantic Surveying And	Caucasian	Femal	0	\$0	0	\$3,923	2
Berenato Contractors Inc	Caucasian	Femal	0	\$0	0	\$400	1
Blue Chip Trucking, LLC	Hispanic American	Male	1	\$0	0	\$2,200	1
Callahan Paving Products, Inc.	Caucasian	Femal	1	\$0	0	\$149,511	2
Carolina Construction, LLC	Black American	Male	0	\$0	0	\$640	1
Crawford Trucking, LLC	Caucasian	Femal	0	\$0	0	\$1,087,932	9
Curbs ETC Inc	Caucasian	Femal	1	\$0	0	\$576,729	8
Direct & Correct, Inc.	Caucasian	Femal	3	\$0	0	\$339,624	6
Eastern Steel Constructors, Inc.	Caucasian	Femal	0	\$0	0	\$556,970	3
Easternex Int'l Ltd.	Subcontinent Asian	Male	0	\$0	0	\$47,854	7
Engineering & Testing	Caucasian	Femal	4	\$0	0	\$925	1
Filec Services, LLC	Caucasian	Femal	0	\$0	0	\$54,433	1
Fitzgerald & Halliday, Inc.	Caucasian	Femal	0	\$0	0	\$3,666	1
Interlock Steelworkers, Inc.	Native American	Male	1	\$0	0	\$25,000	1
Janette Redrow Ltd.	Caucasian	Femal	2	\$0	0	\$128,245	7
Karins Engineering, Inc.	Subcontinent Asian	Male	0	\$0	0	\$30,619	2
Kriss Contracting, Inc.	Caucasian	Femal	2	\$175,287	1	\$143,959	8
M & M Construction, Inc.	Black American	Male	1	\$0	0	\$78,925	5
M and V Contractual Services,	Black American	Femal	0	\$0	0	\$14,692	1
Marinis Bros, Inc.	Caucasian	Femal	2	\$0	0	\$158,766	3
Mountain Consulting, Inc.	Black American	Femal	0	\$0	0	\$16,135	1
Nanticoke Fence, LLC	Caucasian	Femal	1	\$0	0	\$60,332	1
Quarry Products Unlimited,	Caucasian	Femal	0	\$0	0	\$258,304	3
Ramesh C. Batta Associates, Pa	Subcontinent Asian	Male	0	\$0	0	\$43,065	2
Ram-T Corporation	Caucasian	Femal	0	\$0	0	\$9,725	1
RJM Engineering, Inc.	Subcontinent Asian	Male	0	\$0	0	\$27,274	2



Rybinski Engineering, LLC	Caucasian	Femal	1	\$306,231	8	\$1,088	2
Sam's Construction LLC	Hispanic American	Male	1	\$347,376	1	\$318,564	6
Seagull Fence & Concrete,	Hispanic American	Male	0	\$0	0	\$12,060	1
Stripe-A-Lot, Inc.	Hispanic American	Male	0	\$0	0	\$29,761	1
The Vann Organization Inc	Black American	Male	0	\$0	0	\$2,325	1
Traffic & Safety Signs, Inc.,	Caucasian	Femal	3	\$0	0	\$223,868	17
U. S. Lumber, Inc.	Asian-Pacific	Femal	0	\$0	0	\$183,331	2
Vega Solutions, Inc.	Subcontinent Asian	Femal	0	\$0	0	\$1,200	1
Wang Technology LLC	Asian-Pacific	Femal	0	\$0	0	\$5,470	1
Wilton Corporation	Caucasian	Femal	3	\$0	0	\$195,451	4
Work Zone Contractors	Caucasian	Femal	0	\$0	0	\$6,800	1
<b>Totals:</b>			<b>50</b>	<b>\$933,442</b>	<b>17</b>	<b>\$5,168,714</b>	<b>136</b>

## Trainings offered to the Vendor Community

### Procurement Specific Training

In a strong effort to help diverse and small business seize upon the opportunity to bid on formal procurement solicitations, and to help share how to access under-threshold opportunities, Government Support Services (GSS) Contracting Unit's Trainer and OSD offers two different but equally important training events. "Vendor Day – How to Do Business with the State of Delaware" trainings are offered throughout the state to help engage vendors and provide education about the state's procurement process, procedure, expectations, and helpful tips. "School District Supply Chain" trainings are offered in cooperation with the School Districts. These are held at the county level, offering vendors an opportunity to understand that School Districts are welcome to use statewide contracts, but are not required to, and therefore may contact with vendors following state procurement rules. Even though our state contracts are intended to be used, and are eligible to be used, by all state agencies, not all entities are required by Delaware Code to utilize these contracts. An example of excluded entities are schools, fire departments, and municipalities. Therefore, vendors are eligible to market directly to these groups. To help you identify whom to contact, the Contracting Unit maintains a list of those other procurement officials at <http://mymarketplace.delaware.gov/procurement-contacts.shtml>. This list provides names and contact information for procurement officers throughout all state offices, all municipalities, and various other departments.

These two trainings are offered inclusively to the entire business community of traditional, diverse, and small businesses. Government Support Services Contracting Unit and OSD continue to meet new vendors as they join us, along with vendors who are repeat attendees, coming for a second or third time to continue to learn more about contracting with the state. The Trainer, Mr. Bruce Krug, Supervisor in Government Support Services, eMarketplace and Trainer, and his Training Curriculum were recognized nationally through the National Association of State Procurement Officials' (NASPO) George Cronin Award, as an Honorable Mention for 2014.

The charts below identify the number of trainings, the total participants for the full FY2018 Q3, and the breakdown of participants as minority or women owned businesses, veteran or service disabled, and individuals with disAbilities owned businesses, Delaware based businesses, and small businesses.

<b>Training</b>	<b># of Offerings TO DATE</b>	<b># of MBE WBE Vendors Attending</b>	<b># Veteran/ SDV Attending</b>	<b># of Disabled Businesses Attending**</b>	<b># DE Based Vendors Attending</b>	<b># of Small Businesses Attending</b>	<b>Actual # Vendors Attending*</b>
Vendor Day FY2011-FY2017	24	372	62	21	364	390	663
FY2018 Q1	1	23	3	2	20	25	40
FY2018 Q2	1	15	2	3	16	12	17
<b>FY2018 Q3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total trainings</b>	<b>26</b>	<b>410</b>	<b>67</b>	<b>26</b>	<b>400</b>	<b>427</b>	<b>720</b>
School District Supply Chain FY2014 – FY2017	9	155	16	0	184	203	269
FY2018 Q1	0	0	0	0	0	0	0
FY2018 Q2	0	0	0	0	0	0	0
<b>FY2018 Q3</b>	<b>1</b>	<b>24</b>	<b>6</b>	<b>3</b>	<b>41</b>	<b>36</b>	<b>37</b>
<b>Total trainings</b>	<b>10</b>	<b>179</b>	<b>22</b>	<b>3</b>	<b>225</b>	<b>239</b>	<b>306</b>

\*Some vendors meet more than one category, such as Delaware vendor who is a minority female service disabled Veteran. We count business in all categories they meet, and therefore there is some double count among the categories, however the 'actual number of vendors' column counts each vendor only once. The entire business community of traditional, diverse, and small business are invited, and the "Actual # Vendors Attending" is inclusive.

\*\* Disabled businesses tracked as of August 2014.

## Contracts to Watch

During FY2018 Q3, the Government Support Services (GSS) Contracting Unit continued this training and open forum opportunity. “Contracts to Watch” helps educate businesses in deciding which contracts to monitor, and when. The Government Support Services Contracting Unit hosts informal meetings, at least every other month and sometimes more frequently, to facilitate the gathering and sharing of information related to statewide contracts that are approaching a critical decision point: extend or create and advertise a new solicitation. Business owners and leaders interested in sharing information on either the efficiencies of the existing contract or trends in related market sectors are invited to attend. Twenty-five (25) contracts were discussed at four Contracts to Watch workshops this quarter. The entire business community of traditional, diverse, and small business are inclusively invited. The specific contracts discussed during this quarter are listed below.

<b>FY2018 Q3 Contracts to Watch trainings</b>	
January 24, 2018	Delaware Emergency Notification System
	Emergency Standby Materials and Supplies
	Flight Training and Recertification
	Nationwide Vehicle Rental Services
	Paging Services
	Preventative Maintenance and Service – Chillers
	Snow/Ice Removal Equipment and Accessories
	Ultra-Low Sulfur Diesel
	Ultra-Low Sulfur Heating Oil
	X-Ray Security Device
February 28, 2018	Fleet Maintenance and Repair
	Food and Food Service Equipment
	Masonry Work
	Motorcycles
	Motorcycles – DMV Supplemental
	Snow and Ice Removal
	Stenographic Reporter and Transcription Services
March 11, 2018	All Hazards Exercise Program
	Auctioneer Services
	Data and Voice Structured Cabling
	Copiers, Printers and Multi-Function Devices
	Laundry Supplies and Equipment
	Process Serving
	Psychological Services
	Vehicle Tracking System



Tracking the Contracts to Watch trainings provides information regarding the interest of diverse and small business vendors, as they are attending and participating in these open discussion meetings of upcoming and potential contract opportunities.

<b>Contracts to Watch</b>	<b># of Offerings to Date</b>	<b>Actual # Vendors Attending</b>	<b># of MBE WBE Vendors Attending</b>	<b># Veteran/SDV Attending</b>	<b># of Disabled Owned Businesses Attending</b>	<b># Delaware Based Vendors Attending</b>	<b># of Small Businesses Attending</b>
FY2018 Q1	3	39	14	1	0	30	20
FY2018 Q2	4	40	12	7	1	31	24
<b>FY2018 Q3</b>	<b>3</b>	<b>49</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>33</b>	<b>30</b>
Total trainings	10	128	43	12	1	94	74

## Plan Requests

In addition to certification, the GSS Contracting Unit manages a process known as Plan Requests. Any Public Works construction project that has architectural or engineering plans or drawings involved has the Plan Request option for vendors. A vendor may make a request to view the plans or drawings. The request comes into the Contracting Unit and is reviewed, passed along to the solicitation owner if appropriate, and once the solicitation owner reviews they send their decision back. GSS then coordinates with the technology team and plans are made available to the approved vendor for a 2-week period so that they may determine if their business has the capacity to perform as a supplier, subcontractor, or Tier II contactor on projects. Plan Requests are for school projects, colleges and university projects, state buildings under Division of Facilities Management (DFM), the National Guard, and any other state public work project. This process has been in place since August of 2012.

Some business types that are excluded from this process including those known as Bid Rooms or Plan Rooms. Plan Rooms do not perform construction trade work on a contract but instead collect plans from throughout the country or a region and then share the plans with their customers. The Plan Request form explains the limitations on use - including that drawings are not for re-distribution. Plan Rooms and Bid Rooms are therefore excluded, as their sole purpose of receiving the plans is to redistribute to their subscribership. The obvious safety aspect regarding who has what plans for which project is one of the most compelling reasons for this

exclusion. There is a specific email address created for Plan Requests, it is

[PlanRequests@state.de.us](mailto:PlanRequests@state.de.us).

This chart documents the request volume in both FY2018 quarters to date and includes FY2017 year-end results for comparison.

Plan Request History	FY2018 Q3	FY2018 Q2	FY2018 Q1	FY2018 YTD	FY2017
Plan Requests received	153	159	38	350	167
Businesses requesting	100	37	31	168	123
Requests approved	141	155	34	330	143
Requests denied	3	1	1	5	11
Solicitations involved	32	21	23	76	63
Requesting businesses that are OSD Certified	13	16	4	33	16

Of the PlanRequests made for OSD certified vendors during FY2018 Q3, 8.5% were from the OSD Certified community.

## OSD Participation in the Community

The Office of Supplier Diversity is committed to continued contact and participation in the community. OSD continues the new monthly workshops aimed to assist businesses in completing their diverse and small business applications. This workshop walks vendors through the application process, and provides an open forum for question and answers regarding the application process, eligibility questions, and more. OSD had 40 in-person touch points at meetings and workshop events engaging with 700 individuals, and 162 touch points with the community via the OSD List Serve engaging with 1,984 business owners and business leaders. The chart below breaks out the engagement. The Meetings and Events category includes events that are business focused such as education, networking, development, matchmaking, small and diverse business roundtables, vendor requested meetings, trainings and workshop, and any meeting at which OSD had a role to meet with and/or present access to opportunity information with business owners and business leaders. The Boards, Committees, Commission category represents working meetings as OSD sits in participant or advisory roles on nine councils, boards, and commissions, including:



- National Association of State Procurement Officials (NASPO), Steering Committee Member for 2018 Exchange Conference,
- Delaware Governor's Supplier Diversity Council,
- United Way Delaware, Women In Action & Women United Advisory Council,
- Delaware Hispanic Commission, Economic Development Sub-Committee,
- Association of Builders and Contractors (ABC Delaware), Diversity & Inclusion Committee,
- Delaware's State Council for Persons with Disabilities
- Delaware Technical Community College (DTCC), Terry Campus Business Advisory Board,
- National Association of Women Business Owners (NAWBO) Delaware, and
- YWCA's Women Achieving A New Direction (WAND) Delaware, Advisory Board.

	FY2018 Q3	# of business individuals	FY2018 Q2	# of business individuals	FY2018 Q1	# of business individuals	FY2018 YTD total	# of business individuals	FY2017 Total
Meetings, Events, & Trainings	1	110	7	233	5	637	13	980	52
Boards, Committees, Commissions	2	91	10	425	4	44	16	560	38
State of Delaware events	15	187	11	291	4	45	30	523	
OSD Community meetings	5	295	4	14	6	420	15	729	
Vendor requested 1-on-1 meetings	17	17	4	4	1	2	22	23	
Chambers of Commerce engagement	0	0	10	245	7	105	17	350	
subtotal	40	700	46	1212	27	1253	113	3165	220
OSD List serve outreach activities	162	1984	152	1975	160	1996	474	1996	506
OSD participation in community	202	2684	198	3187	208	3204	608	5161	782

## OSD List Serve

OSD utilizes a list serve to outreach inclusively to the business community. All vendors, traditional, diverse, and small as welcome to join the list serve. The focus of the OSD List Serve is to share access to business development, opportunities, networking, and engagement to the businesses who joined the list serve. One of the best ways to learn about the various business development activities and other opportunities is to join the OSD list serve via this link:

<http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>. During FY2018 Q3 OSD has shared 162 different business-opportunity focused messages for: networking, development, and

opportunity messages with the traditional, diverse, and small business community though the OSD List serve; they are included in this chart:

<b>OSD is Sharing communications</b>	<b>Date shared</b>
"Simple But Intense" Network & Knowledge on January 11th	1/2/2018
Vendor / Exhibitor Opportunities: 2018 Pursuit of Health & Wellness Expo & Health	1/2/2018
Construction Opportunities: Get Down to Business with Whiting-Turner on 1/9/18; &	1/3/2018
Call For Speakers For 2018 TEDx Wilmington	1/3/2018
CANCELLED Kent County is Open For Business - Jan 4 CANCELLED	1/3/2018
2018 DBE & Small Business Development Summit - Jan. 18	1/4/2018
Interested in NIH or NSF SBIR Funding? January 10-11	1/4/2018
Networking & the Next Evolution in Safety Technology - Philly Makers Meetup - Jan 9 -	1/4/2018
Call for Speakers: 2018 Volunteer Delaware Conference	1/4/2018
Federal Contracting Certification Programs (Woman-Owned Business and 8(a) Business	1/5/2018
Networking: After Hours Mixer Hooked Up Ale House & Raw Bar Millville - Jan 23	1/5/2018
Develop Your Executive Presence - January 9	1/5/2018
Washington Suburban Sanitary Commission's 8th Annual WBO Expo - March 30 2018	1/8/2018
Using Customer Service as Your Competitive Advantage - Jan 11 - FREE	1/8/2018
Why Business Professionals Should Publish a Book- January 18th	1/8/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	1/8/2018
Networking & The Power of You featuring Dr. Susan Bunting - Jan 16	1/9/2018
European Union's General Data Protection Regulation (GDPR) are you ready? Jan 24	1/10/2018
2018 DBE & Small Business Development Summit - Jan. 18	1/10/2018
FREE business education: Goldman Sachs 10K Small Businesses program - apply by	1/10/2018
B2G opportunities - NASPO Exchange - March 18-20, 2018 - New York City	1/11/2018
Universal Recycling Outreach from DNREC - legislative requirements, grant funding,	1/11/2018
Vendor Opportunity: 27th Annual Conference: The Delaware Brain - March 15	1/12/2018
NETWORKING - Global Connect - January 25 - Wilmington DE	1/12/2018
2018 DBE & Small Business Development Summit - Jan. 18	1/15/2018
Identify Your Customers & Competitors Using Census Data - Jan 18 - FREE	1/15/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	1/15/2018
Preparing Your Business Taxes - January 17	1/16/2018
Contracts to Watch - 10 contracts - January 24	1/17/2018
Sussex County - Open For Business - January 18 - FREE	1/17/2018
NAWBO: Part Time Administrative Assistant Position	1/17/2018
The Future of Cities, with Jim Lee - TONIGHT	1/17/2018
Understanding Your Market, Your Customers and Your Value Proposition - January 19	1/18/2018
Networking, Finance Knowledge share, and ballroom dance class - February 6 - FREE	1/19/2018
Contracts to Watch - 10 contracts - January 24	1/22/2018
Increase the Probability of Success: Own a Franchise - Jan 25 - FREE	1/22/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	1/22/2018
Delivering Your Message and Value Proposition Through Social Media - January 30	1/23/2018



How to do Business When Doing Business - January 25 - FREE	1/23/2018
you are invited to the launch of: \$tand by Me Negocios - January 25	1/23/2018
SAVE THE DATE - School District Supply Chain - March 14	1/24/2018
Networking & Art - #ArtShots event - January 25	1/24/2018
Open for Business - New Castle County - January 25	1/24/2018
Explore the New Castle County Chamber of Commerce - January 31 - Free	1/25/2018
Are you exporting yet?	1/25/2018
Failure or Fortune, What's Your Focus? February 2	1/26/2018
Kent County is Open For Business - February 1	1/29/2018
Inspiration Space: Alternative Funding Strategies: Pay, Partner, Barter, Trade - Feb 1 -	1/29/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	1/29/2018
Government Contracting & Certification Program - Jan 31- Georgetown- free	1/30/2018
construction industry Networking Night - February 1 - Wilmington	1/30/2018
From Saving on a Budget to Applying for Grants - free education Feb 3 to 9.	2/2/2018
Embracing Smart Technology to Grow Your Business - Feb. 7 - Free	2/2/2018
EMSDC Quarterly Meeting & Tax Reform Briefing - hosted by DuPont - Feb. 28 - Free	2/5/2018
School District Supply Chain – New Castle County - March 14 - free	2/5/2018
Inspiration Space: Jumping on the Instagram Bandwagon - Feb 8 - Free	2/5/2018
Contracts to Watch - 7 contracts - February 28	2/6/2018
Understanding & Mastering Body Language to help you Sell - Feb 7 - Free	2/6/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	2/6/2018
FREE business education: Goldman Sachs 10K Small Businesses program - deadline	2/6/2018
ATTENTION: Only 24 hours left: Enter for a chance to win \$15,000 for your business	2/7/2018
EMSDC R.O.A.R. Conference & Matchmaker - PITTSBURG - March 8	2/8/2018
Help your Business get found on Google - February 13 - Free	2/8/2018
College & University Procurement Event (Sponsorship OPPORTUNITY)- Philadelphia -	2/8/2018
"Social Media Marketing for Business" - February 19	2/9/2018
State Surplus Services Store & Online Auctions	2/9/2018
NETWORKING & Knowledge: Wine4Women & heart healthy tips - February 12	2/9/2018
"How to Respond to a Request for Proposal (RFP)" - Philadelphia - February 23	2/9/2018
Diverse and Small Business Certification Workshop with OSD - February 19 - free -	2/12/2018
Federal Contracting info HUBzone & 8(a) - February 14- FREE	2/12/2018
Inspiration Space: Incorporating a Small Business: The Why, What, and How of Business	2/12/2018
Sussex County - Open For Business - February 15 - FREE	2/12/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	2/13/2018
Cybersecurity, Fraud and Compliance: What Your Business Needs to Know - March 9 or	2/13/2018
Want to meet buyers from many states all in one place? NASPO Exchange - March 18-	2/14/2018
Increase your Sales in a Competitive Market - Workshop - February 20	2/14/2018
Kudos to DE businesses who were part of the Goldman Sachs 10,000 Small Business	2/14/2018
Augmented Reality Showcase at Tech Forum - Vendor Tables available - February 21	2/15/2018
Partnership Developments - February 20	2/15/2018
EMSDC Quarterly Meeting & Tax Reform Briefing - hosted by DuPont - Feb. 28 - Free	2/16/2018





learn how to apply for a Grant: workshops Feb 22 (& in March and April)	2/16/2018
NETWORKING After Hours Mixer at Aspire Wellness Newark DE - February 21	2/16/2018
Inspiration Space: Think on Purpose - Feb 22 - Free	2/19/2018
Open for Business - New Castle County - February 22	2/19/2018
1 Million Cups - all 3 counties - Wednesday mornings - FREE	2/19/2018
workshop: European Union's General Data Protection Regulation (GDPR) - May 25	2/20/2018
Contracts to Watch - 7 contracts - February 28	2/20/2018
NATO Procurement Workshop - February 28 Newark, DE	2/21/2018
Pitch the Press - every Thursday	2/21/2018
NETWORKING - tonight - After Hours Mixer at Aspire Wellness Kirkwood Hwy	2/21/2018
Podcasting: Establish Your Credibility & Promote Your Business - March 1	2/22/2018
Powerful Marketing Strategies for Business Success - February 27	2/22/2018
Government Contracting & Certification Program - February 28 - Dover - free	2/23/2018
Networking and Speaker Series: The Power of yoU - (March through November)	2/23/2018
Kent County is Open For Business - March 1	2/23/2018
EMSDC Quarterly Meeting & Tax Reform Briefing - hosted by DuPont - Feb. 28 - Free	2/26/2018
Women's Leadership Initiative - March 8 - FREE	2/26/2018
Networking and Art: #ArtShots (No. 3) - Feb. 28	2/27/2018
Growing your Business with Google Tips - March 5	2/27/2018
Nominate a multi-generational, family-owned business - deadline March 2	2/27/2018
How to Set and Meet Targets - March 8	2/28/2018
Federal Contracting Small Business Outreach Session for Women-Owned Small	2/28/2018
School District Supply Chain – New Castle County - March 14 - free	3/1/2018
Networking & Plant-based Talk - March 2	3/2/2018
Pittsburgh Women in Leadership Symposium - March 20	3/2/2018
Delaware's 2nd Annual Strategic Exporter Challenge - March 29	3/5/2018
Pitch the Press - every Thursday	3/6/2018
Women in Business Celebration and Networking - March 22	3/8/2018
International Women's Day - Ignite Your Ideas with Ashley Biden & Women Firestarters	3/8/2018
Fresh Start Scholarship for Women - Application - Apply by May 15	3/8/2018
Women United: Networking and Speaker Series: The Power of yoU - (March 22 through	3/8/2018
7th Annual BWR Women of Power National Summit - in DC - March 14 to 17	3/8/2018
Federal Contract Opportunities: Woman-Owned Business and 8(a) Business	3/8/2018
2018 Top 50 Women in Oil & Gas - Texas - April 5	3/8/2018
New Jersey Women in Leadership Symposium - May 10	3/8/2018
3rd Annual I'm Every Woman Conference - in Virginia - May 18-19	3/8/2018
NextGen of Women Entrepreneurs = the future of WBENC	3/8/2018
CORRECTION: Women in Business Celebration and Networking - CORRECT DATE	3/9/2018
9th Annual Business EXPO - Greater Washington Hispanic Chamber of Commerce -	3/9/2018
13th Annual Veterans In Business Conference - March 22 - in Virginia	3/9/2018
Sussex County - Open For Business - March 15 - FREE	3/12/2018
Super Matchmaker Conference 2018 - March 29 - Silver Spring, Maryland	3/12/2018



Vendor Opportunity: 27th Annual Conference: The Delaware Brain - March 15	3/12/2018
Construction Consortium Meeting to explore Opportunities - Friday March 16th - in	3/12/2018
Philadelphia Best Practices Roundtable - March 27	3/13/2018
Avoiding Pitfalls and Building Bridges to a Better Business - in New Jersey - March 20 -	3/13/2018
MSDUK Conference, Awards, & Innovation Challenge (MBE/Europe) - September 25-	3/14/2018
Meet the Media: a Panel Discussion - March 27	3/14/2018
Are you using the Power of the Inbox? March 15	3/14/2018
calling ALL DELAWARE BUSINESSES PLEASE DO THIS RIGHT NOW - get your	3/14/2018
Your Business Governance: Why it is Critical and How to Document It - March 21	3/15/2018
Management & Leadership Development in a family-owned or closely-held - March 22	3/15/2018
Diverse and Small Business Certification Workshop with OSD - March 26 - free - Dover	3/16/2018
Contracts to Watch - 8 contracts - March 28	3/16/2018
Networking and "Presenting Your Best Self" [NAWBO Third Monday] - March 19	3/16/2018
Open for Business - New Castle County - March 22	3/19/2018
Lunch & Learn: Franchisee Exit Planning - March 27	3/19/2018
Leveraging LinkedIn for Your Business - March 22	3/19/2018
Free #SBDCCDay Webinar: Digital Marketing Trends in 2018 - March 21	3/19/2018
33rd Annual National Conference: US Pan Asian American Chamber of Commerce -	3/20/2018
After Hours Networking - March 27 - in Newark, DE	3/20/2018
SAVE MONEY, ENSURE PROJECT SUCCESS, AND CHANGE YOUR LIFE - March	3/20/2018
RESCHEDULED. Your Business Governance: Why it is Critical and How to Document	3/20/2018
New Jersey - 4th Annual Diversity Summit - May 4	3/21/2018
Pennsylvania Diversity Best Practices - Christiana Care, Cigna, Aramark - March 27	3/21/2018
CANCELLED Open for Business - New Castle County - March 22 CANCELLED	3/21/2018
RESCHEDULED Leveraging LinkedIn for Your Business - from March 22 To June 14	3/21/2018
DSBC Blue Ribbon Awards Brunch 2018 - April 12	3/22/2018
Networking & Plant-based Talk - April 5	3/22/2018
Nanticoke Indian Association's 6th Annual Ladies Expo and Luncheon - Saturday, April	3/23/2018
SAVE THE DATES: National Convention of the United States Hispanic Chamber of	3/23/2018
Government Contracting & Certification Program - March 27- Newark, Delaware - free	3/23/2018
2018 Sustainable Purchasing Leadership Summit - May 14-16 - in Minnesota	3/26/2018
So, You Want to be an Entrepreneur - March 29	3/26/2018
The New CEO Activism: What Leaders Must Know. HBR Webinar - April 5 - free	3/27/2018
Networking & Dinner - tonight in Georgetown	3/27/2018
Networking and #ArtShots (No. 4) - March 29	3/27/2018
PROPEL Workshop: Digital Marketing & Social Media for Business - March 28	3/27/2018
Networking and Eats for Equality - Philadelphia - May 3	3/28/2018
Ready to Fix Your Business? - Philadelphia - April 3	3/28/2018
Access to Capital - April 10	3/29/2018
Supply Chain Matchmaking Conference- - New Jersey - May 17	3/29/2018



## Future Plans for OSD

In addition to continuing the efforts already in process, tracked, and reported in this report, the Office of Supplier Diversity's plans for FY2018, OSD will continue to:

- focus on and continue to ensure progress regarding the Governor's Policy Objective: to support traditional, diverse, and small business priorities;
- seek and share additional opportunities for certified businesses in G2B relationships;
- explore the State activity with businesses who provide services and are compensated through grants to invite those businesses to become certified;
- recruit additional companies to the Small Business Focus (SBF) certification opportunity;
- join and participate with the Individuals with DisAbilities community as a voting member of the State Council for Persons with DisAbilities (SCPD) to continue outreach, services, and certification for Individuals with DisAbilities who are business owners;
- participate with the Governor's Supplier Diversity Council (GSDC) on initiatives to support supplier diversity and small business opportunities statewide;
- work with Corporate entities to continue to grow the usage of the online Directory of Certified firms and the Open Data portal for those entities;
- share the "OSD is Sharing" outreach of business development, access to opportunity, and networking to the entire community. Anyone can join the OSD list serve at: :  
<http://directory.osd.gss.omb.delaware.gov/self-registration.shtml> ; and
- participate with valued Resource Partners including NASPO, NMSDC, WBENC, NAWBO, ABC Delaware, Chambers of Commerce throughout Delaware, SBA, SBDC, PTAC, the Boards and Commissions that OSD joins, and others within Delaware and beyond.



## Questions, Comments, and Feedback

Your questions, comments, and feedback are always welcome. Please feel welcome to reach out to share your thoughts. Feel welcome to call or email so that we can find a time to get together to discuss your questions, comments, and feedback. Collaboration is a wonderful tool to finding results that move us along in a positive direction.

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